

# GOVT. COLLEGE OF ENGINEERING AND TEXTILE TECHNOLOGY, BERHAMPORE, MURSHIDABAD , WEST BENGAL 742101

## DRAFT MINUTES / RESOLUTIONS

Minutes of the 1st BOG meeting of 2016 of Govt. College of Engineering and Textile Technology, Berhampore, Murshidabad, West Bengal held on 25th January, 2016 in the Principal's Chamber.

### **Members present at the meeting:**

1. Dr. S.M.Chatterjee , Chairman ,Ex-Vice Chancellor of Bengal Engineering & Science University
2. Mr. J.C. Ghosh, Joint Director, Govt. of West Bengal
3. Dr.A.Biswas , Officer in Charge, GCETT-Berhampore, W.B.
4. Prof.Sujata Banerjee ,Principal, K.N. college, Berhampore, W.B.
5. Dr.Anindya Ghosh , Associate Professor , GCETT-Berhampore, W.B.
6. Mr. B. Islam , Asstt. Engineer ,Div – I , Representative of PWD , Berhampore
7. Mr. Soumyen Banerjee , Registrar ,GCETT-Berhampore W.B.
8. Mr. Anirban Mandal , Accounts Officer , GCETT-Berhampore W.B.
9. Shri Partha Pal , Students Representative , GCETT-Berhampore W.B.

## Agenda

AGENDA- 01	Confirmation of the proceedings of the last meeting held on 14.08.2015.
AGENDA-02	Action taken on resolution of last Governing Body meeting held on 14.08.2015.
AGENDA-03	TEQIP - II related issues : TEQIP activities, New proposals, Academic autonomy etc.
AGENDA-04	College developmental activities & problems.
AGENDA-05	Filling up of vacant post of different categories.
AGENDA-06	Anti-ragging measures.
AGENDA-07	Miscellaneous.

## Minutes

### Procedural

Meeting started at 2.00 o'clock with Dr.S.M.Chatterjee on chair. With a welcome note the Chairman declared the quorum is in order and the leave of absence is granted. Out of 18 members 10 members or their bonafide representatives were present and the meeting commenced. The agenda was approved and the Chairman requested the Member-Secretary to proceed on.

**AGENDA- 01:** Confirmation of the proceedings of the last meeting held on 14.08.2015..

The minutes and resolutions of the last meeting were read out by the Officer-in-Charge and Member-Secretary in the meeting. The house unanimously confirmed those.

**AGENDA-02:** Action taken on resolution of last Governing Body meeting held on 14.08.2015.

The Member Secretary reported the action taken on pertinent decisions in the minutes of last meeting of the Board of Governors held on 14.08.2015. He narrated that the steps indicated in the earlier meeting are being followed, as far as practicable, by the college. The house supported the ATR duly.

### Discussion, consideration and Ratification

**AGENDA-03** TEQIP - II related issues : TEQIP activities, New proposals, Academic autonomy etc.

20 % additional procurement				
S/N	Package Name	Mode of shopping	Quantity	Estimated cost
1	Desktop computer	Direct Contract/ DGS&D	70 nos	35 lakh
2	ETAP software	Direct Contract	10 user	4.5 lakh
3	Programmable FPGA based image processing kit	Shopping	1 no	3.50 lakh
4	Generator for power backup	Shopping	1 no	10 lakh
Cancellation package				
1	Sample fabric making system revised (indigenous	NCB	1 no	44.5 lakh

1. Approval of FMR: The house approved all the FMRs right from August, 15 to December, 15. The committed expenditure shown in the December '15 FMR has also been approved duly.
2. Ratification of the various FSD programs for the faculty, technical staff and administrative staff.: The BOG ratified all the programs as per annexure
3. Ratification of the various in house training programs for the students. The BOG ratified the in house training programs for the students. as per annexure.
4. Ratification of purchase of consumables and minor items for the TEQIP activities: The BOG ratified the purchase of consumables and minor items for the TEQIP as per annexure.
5. Ratification of AMC for machines/equipment/peripherals: Considering the need to run the laboratories, class rooms and other facility areas upgraded/ established/associated under TEQIP-II activities, the BOG ratified all the AMC's effected.

AMC proposal			
S/N	Package Name	Quantity	Cost of the package
1	ONLINE UPS	3 nos	1657854
2	Central Server System	1 job	3725269
3	language lab-Software	30 user	269325
4	Universal Testing M/C	1 no	1.75 lakh
5	AMC for Machinery of Fabric Formation Lab	1 job	2.25 lakh

6. Accreditation: Member Secretary apprised the house that the college has achieved NBA accreditation for both the applied programs of Computer Science & Engineering and Textile Technology, uniformly for two

years, w.e.f. August,15. Members expressed satisfaction over the achievement, but observed that the evaluations could have been better. NBA accreditation for two years for both the programs of Textile Tech. and Com. Sc. and Engg. with effect from 1st August, 2015 (vide letter no. 36-34-2010-NBA, dt. 21-12-15)

7. International Travel: The Officer-in-Charge represents the necessity of international travel under TEQIP-II and the house unanimously approves that. In this context, BOG considered the travel approval system together with qualifying criteria, proposed by the college, in accordance with the notification of NPIU no. AC/TEQIP-II/Int.Trav./15, dt. 31-08-15 and approved that duly. The house noted that sufficient fund allocation has been done to cover international travel. It has been suggested that such travel should be undertaken at the end of semester/during semester breaks, so as not to disturb academic activities, as far as practicable. Further, it is also proposed that networking activities could be a part of the visit concerned with conferences. OIC informed the house that all the proposals have been recast in line with the new rules and regulations. Some proposals for international travel pertaining to individual conference presentations have been discussed and the Chairman has been authorised to finally approve all the proposals after maintaining necessary formalities.
8. Autonomy: It was brought to the notice of the house that the primary condition for autonomy is NBA accreditation (55% accredited; or completion application for 55% sent to NBA, i.e., fee paid and Self-Assessment Report having been completed). As the college has achieved NBA for 50% of the eligible programs, the house felt that UGC should be approached for autonomy now.
9. Report on Remedial Classes: OIC/Principal presented report on the remedial classes. The BOG appreciated the effort made by the Principal and Faculty to conduct the remedial classes effectively.
10. The Officer-in-Charge represents the necessity of the training of the faculties and staff, abroad, under TEQIP-II and the house unanimously approves that they may be sent for training abroad, uniformly.
11. All other TEQIP related activities and plans have been discussed and it is advised that the college should adhere to the time schedule set, as far as practicable. Achievements in different component of activities under the program as was placed were discussed and approved by the members.
12. TEQIP-II Office and administration: It was brought to the notice of the house that the performance of the college is somewhat hampered on account of problems in just in time data entry. House felt that more sincere efforts and expertise is required on the part of the operator. Instead of the operator on daily wage basis, a superannuated persons having knowledge of computer operation, may be employed @ Rs. 12000/- maximum per month, on contract basis having focus on devotion and consistency. Till a suitable person for contractual employment is available, in the meantime, experienced persons can be hired on job basis @ Rs. 5000/- maximum per job as decided by TEQIP-II coordinator/ Head. On the other hand, the house noted that the Office Manger of the TEQIP office has appealed for a salary increase. On thorough discussion it has been decided that his salary may be increased by Rs. 2000/- per month. Further, the Finance Nodal Officer and AO brought to the notice of the house that in view of the acute shortage of staff in the college, there is problem of work impairment at every stage of the college management, especially in the accounts section, after the retirement of the Accountant. Hence, prompt and effective accounting in the TEQIP office is seriously hampered and the administration might face problems in facing routine audit investigations. Considering the amount of workload and acute shortage of staff in different sections of the college, the house approves the proposal for recruitment of one additional superannuated Accounting Assistant/clerk /staff for TEQIP-II office, on contract basis, to run the program smoothly.
13. Student Training/Industry visit/ projects and research aids:

Member secretary brought to the notice of the house that the college authority has planned Industrial tours aiming at keeping the students in constant touch with the actual practice followed in business organizations and also to make them visualize their own futuristic role in discharging their duties towards the business world.

Further, Industrial Visit is to help students gain first hand information regarding functioning of the Industry/process, which presents the students with opportunities to plan, organize and engage in active learning experiences both inside and outside the classroom.

On the other hand, it would enable the college to build close ties with industrial experts and also to achieve the learning outcomes to students. Broader educational partnerships might emerge as a result of these visits. These include student's internships, funded research projects, curriculum development, student career opportunities. Hence, several tours have been committed for groups of students covering important cities as nodal points, to visit different industrial /corporate / business sites. All logistics aspects dealing with train journey, bus journey, or other are to be fully dealt with. 2nd class 3-tier train journey with reservation will be allowed. A daily allowance of Rs. 500/- will be allowed to the students for food and lodging against actual bills whatever may be the tour , i.e., local, within state or outside the state.

14. Expenditure on Faculty enrolled for PhD: The house approves the registration fee paid by Mr. Abul Hasnat to enrol for PhD.

## Reports

### AGENDA-04 College developmental activities & problems:

1. Procurement etc. under state development plan-Head-2203 (Rs. 1.32 crore): It was reported that 90 % of the budgetary provisions has already been sanctioned and procurement of goods and services in this respect is almost complete. Members expressed satisfactions over the fact that majority of the procurement were done through e-tender.
2. State development plan-Head-4202(Rs. 1.65 crore): Status of work under Head-4202 has been placed. It was noted that 90 % of the budgetary provisions has already been sanctioned and all the works are in progress. Members expressed satisfaction over this. It was informed that f the works related to several building construction and construction of new Boy's hostel up to 2 stories are complete, but on account of late allocation of fund , the hostel building could not be completed as per earlier administrative approval. Compared to the original estimate, another substantial fund provision is required to complete the work. Still it is observed that budgetary provisions and revalidations are not in tune with the work in progress, so the project completion is unnecessarily delayed. Further, he requested some augmentation/ reallocation of fund under the particular head so as to undertake some urgent repair and reorganisation work both at the college and hostel. It is reported that as per plan, the college has started e-tendering process under Head- form this year by grouping the items into suitable schedules

### AGENDA-05 Filling up of vacant post of different categories:

1. The status of faculty position: Member Secretary expressed his resentment over the vacancy positions in the college. Specially, in the absence of a TPO, the college authority is unable to manage the training and placement activities of the two new departments. It is learnt that out of 134sanctioned posts in the college, about 74 posts are lying vacant since long. On the other hand it is also brought to the notice of the house that creation of a new post of in Mechanical Engineering, Electrical Engineeringis very much essential at present. The chairman expressed very serious concern over the problem of work impairment at every stage of the college management on account of shortage of staff. The student representative vehemently expressed his resentment over the shortage of Faculty in different departments. The house stressed the need to essentially create and fill up the Faculty & staff positions suitably as early as possible and also suggested that a team of BOG members should meet the competent authority at the govt. for this.
2. The Officer-in-Charge brings to the notice of the house that to conduct classes suitably visiting teachers are very much essential. But, order for renewal of visiting teachers is still pending with the govt. and all sixteen teachers are not getting their salary for the last six months. In anticipation, the college authority,

has requested them to continue. On discussion the house approved this effort and suggested that DTE should be approached once more for necessary approval.

#### AGENDA-06 Anti-ragging measures.:

1. The house approves all measures regarding anti ragging activities. It is reported that a false complaint was lodged at the national Anti-Ragging & Anti-Racial Abuse Helpline. The anonymous complaint alleged that 3rd year and 4th year students are responsible for unnecessary misdeeds meted out to 1st year students. On receiving the forwarded complaint an investigation committee was duly constituted to conduct an investigation of the complaints and to prepare a report to the Principal/OIC containing the committee's determination as to whether misconduct has occurred. Based on the witness interviews and others, and in the context of relevant anti ragging policies, the investigating committee found that the allegations about ragging in the college and hostel campus are without substance and do not warrant any further action.
2. It was observed that the college authority acted appropriately in recognizing the menace of ragging in the campus and arranged proper anti-ragging measures including isolation of 1st year academic area and installing electronic surveillance. It is found that Private Mess/PG house managers were not well informed and do not have proper understanding on anti-ragging measures. As all the 1st year students and more than 80% of the senior students are residing in Private messes/Paying Guest Houses, it is really difficult for the college authority to keep a vigil on those. The house suggested that the parents/guardians should be asked to ensure anti ragging measures in Private messes/Paying Guest Houses, while admitting their wards there, because the college authority has no role in their selection. The copy of the report was sent to all authorities concerned and settled.

### Miscellaneous-Reports, decisions and Ratifications

#### AGENDA-07 Miscellaneous-Reports, decisions and Ratifications:

1. The Chairman proposes that the achievements of the institute require to be displayed and so he asks the Officer in Charge to take necessary steps.
2. The member secretary informed the house that as per the BOG decision, the IRG generated by providing some computer related infrastructural facilities and man power to IBPS channel partners TCS, is to be distributed among the stake holders, in a logical manner. After discussing the modus operandi in detail, the house ratified the decision framed by the relevant committee.
3. The Chairman, Dr. S. M. Chatterjee, asserted that the college has achieved remarkable changes in recent years and feels that if a conducive environment is ensured, the working team would bring further developments in a row, as planned. But, in utter despair the Chairman conveys that he has some information from different corners regarding formation of a vicious group who are maligning the image of the college surreptitiously, fuming trouble, demoralising good performers, instigating easy going staff and students to refuse allegiance to the administration/officer-in-charge. He insisted that member secretary must report to the house as to whether such misconduct has set in and who are basically involved in that. Member Secretary, upholding the statements, brings to the notice of the house that he himself also observed the developments and received some complaints from a sizable section of teachers and students regarding this. Primarily, the complaints categorically implicate two teachers, having latent subversive activities and behavioural problems to mete out damage to the organisation.

**(Reserved/Confidential):**

It comes to the notice of the house that Dr Dipesh Chakraborty, Asst. Professor of CSE, is habitual to remain absent from duty in an unauthorized manner. He remains absent for consecutive days and do not provide any notification or reason for the absence. Because his absences from college are occurring so frequently, his attendance cannot be relied on. He has been verbally counselled and warned several times concerning absence and failure to follow procedure when requesting leave, but no improvement found in his conduct. His frequent absences have placed an undue hardship on the college as well as on his colleagues who are assuming his assigned duties. His frequent absences also interfere with the OC's ability to appropriately staff the classes based on routine. Further, his lack of dependability compromises OC's ability to assign him important works in TEQP, NBA, and Examination etc. There are definite complaints against him regarding non-conduct of classes and examinations. Further, recently, he has resorted to lodging RTI requests seeking extraneous information on some activities, in an attempt to divert the attention of the authority from his misconduct and to waste productive time of the office.

On the other hand, it is alleged that Dr Suchetya Sarker, Asst. Professor of CSE, who is regular in his attendance, shows little interest in conducting classes seriously. He has been observed to indulge in some suspicious activities involving college facilities to derive undue personal gains. The college relies upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by stipulated policies, which are designed to make the working environment a positive and productive one. It is found from the complaints and other circumstantial substantiation that his activities are demoralizing and perturbing and has a negative effect on the college, which is not acceptable. He has been counselled to improve his attitude towards students and to colleagues to an acceptable level on an immediate and sustained basis, but he failed to do so. While OC wanted to emphasize that some of the deficiencies of Dr Sarker would not constitute unsatisfactory performance when viewed singularly, the cumulative effect demonstrates his inability or unwillingness to conform to expected standards of work. OC feels that it is necessary to initiate some disciplinary action to cause him to understand that not only are his deficiencies unacceptable, but also that the college administration is at a point where such misconduct can no longer be tolerated, giving due consideration to allegiance to the college administration.

The house felt that the college authority has reason to expect its employees to observe a standard of conduct that will not reflect discredit on the abilities and integrity of their employees, or create suspicion with reference to their employees' capability in discharging their duties and responsibilities. The house truly observed that gravity of misconducts committed by both of them is such that this warrants administrative actions. The chairman suggested that the OC should approach the higher authority to withdraw these two teachers from the college.

4. No other agenda items are discussed by the BOG. The Chairman thanked all members for sparing their time and for the valuable suggestions. As a concluding remark the chairman wishes that institute would progress as expected.

Sd/-  
Chairman

  
Member Secretary

25-01-16